

**GS-1102, GS-1105, and CONTRACTING OFFICER
QUALIFICATION STATEMENT**

Use a format similar to this with the following information:

Last/Middle/ First Name:

Title, Series, Grade:

Agency/Office/Organizational Identification Number (four digit code):

Office Address:

Telephone Number:

Fax Number:

E-Mail Address:

Experience: (Begin with your current position and work back until you have demonstrated the required relevant work experience). Information on each position should include:

Name of Employer

Dates Employed

Title of Position

Kind of Business/Organization

Description of Work

Percent of Time Spent on Contract Duties

Current Acquisition Career Specialties (e.g., Policy, IT, Construction, A/E, General , SAP)

Are you a warranted Contracting Officer? No ----- Yes----- If yes, provide Warrant Level----- AND
Issue Date for your first USDA Contracting Officer warrant: -----

Education (Highest Level Completed):

Name of High School/College/University

Dates Attended

Diploma Received

Years Completed

No. of Semester/Quarter Hour Credits Completed

Type and Year of Degree

Major Field of Study

Other relevant special qualifications, certifications (e.g., CPCM, CACM, SAS, etc.)

I have at least 24 Semester Hours in a **combination** of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organizational and management. Yes ---- No ---- (You must provide a list of courses and the number of semester hours for each course if you do not have a Bachelors or Masters Degree in one of the previously listed fields)

Training Procurement Related (If applicable, attach a copy of your IDP including the following information)

Name of Course

Dates Attended

Training Mode (e.g., tests, classroom, waiver, etc.)

Name of School/Vendor

Number of Training Hours Per Course